

**Disaster Assistance Employee (DAE)  
Position Description for Joint Field Office (JFO) assignment  
Hazard Mitigation Floodplain Management Team Leader**

**Major Duties and Responsibilities:**

- Team Leader and supervisor of Hazard Mitigation (HM) Floodplain Management Specialists providing programmatic and technical direction
- Directs team members to carry out identified National Flood Insurance Program (NFIP) objectives
- Manages interactions with State NFIP Coordinators and local officials on floodplain management issues as well as internal and external stakeholder meetings
- Provides community officials with the support necessary to fully implement and administer their floodplain management responsibilities
- Coordinates participation in community meetings to advance the implementation of floodplain management and mitigation
- Assesses and implements internal and external training needs
- Coordinates with and supports the NFIP and Insurance Group Supervisors, the HM Insurance Team Leader, and other HM staff to meet goals, objectives, and implementation strategies of the Group
- Performs administrative oversight; utilizes, coordinates, and allocates team resources
- Monitors multiple complex projects and large team/field supervision related to floodplain management
- Gathers data for documenting successes or lessons learned for the current disaster

***Duties by Specialty Category may apply to some positions, please indicate experience in any category***

Riverine:

- Acts as team leader and supervisor of HM Floodplain Management Riverine Specialists and leading resource on floodway standards and other high risk flooding, such as flash flood areas, fluctuating lake levels, ice jam flooding, mudflows, alluvial fan flooding, closed lake basins, and areas of special consideration
- Addresses potential impacts caused by unsafe levees and dams, high velocities, and debris flows
- Coordinates riverine insurance concerns with insurance specialists

Coastal:

- Acts as team leader and supervisor of HM Floodplain Management Coastal Specialists, and leading resource on coastal zone floodplain management including Coastal Barrier Resources Act (COBRA), FEMA's *Coastal Construction Manual*, and tsunami inundation mapping
  - Lead role in coordinating coastal insurance concerns with insurance specialists
- Addresses potential impacts caused by unsafe levees and dams, high velocities, and debris

**Knowledge, Skills, Abilities and Experience Required:**

- Expert knowledge of Floodplain management regulations, and a comprehensive understanding of the roles and responsibilities of Federal, State, and local agencies
- Working knowledge of the National Flood Insurance Program
- Expert knowledge of coastal or riverine floodplain management
- Working knowledge of FEMA mitigation measures and funding, Increased Cost of Compliance (ICC), Flood Mitigation Assistance (FMA), Hazard Mitigation Grant Program (HMGP), Other Needs Assistance (ONA), and Small Business Administration (SBA) funding
- Basic knowledge of applications of Geographic Information System (GIS)
- Demonstrated experience in supervising professional staff and managing floodplain management related programs
- Effective oral and written communication skills
- Ability to facilitate information exchange with and articulate procedures, guidance, and direction to State and local officials
- Ability to set goals, and develop and prioritize operational objectives and plans
- Possesses well-developed interpersonal skills
- Ability to maintain composure addressing groups under stressful or hostile conditions
- Ability to operate a computer, use MS Office® programs, and navigate on the Web
- Ability to mobilize on short notice for an extensive period of time, work under extreme conditions, and operate in a politically sensitive and sometimes unfriendly environment
- Ability to manage multiple complex projects and large team\field supervision
- Demonstrates exemplary administrative and development skills in time management, interpersonal, leadership, public speaking, team building, and interviewing techniques
- Demonstrates management and supervisory skills, including goal setting and achievement, and setting and meeting deadlines
- Demonstrates ability to provide staff evaluation, coaching, leadership, and problem resolution.
- Excellent customer service skills required
- Ability to work under pressure to accomplish multiple tasks, under short timelines in a disaster environment.
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***Working Knowledge Required For Each Specialty*****Riverine:**

- Expert knowledge of riverine floodplain management, including floodway standards
- Expert knowledge of other high risk flooding, such as flash flood areas, fluctuating lake levels, ice jam flooding, mudflows, alluvial fan flooding, closed lake basins, areas of special consideration
- Expert knowledge of potential impacts caused by unsafe levees and dams, high velocities, and debris flows
- Expert knowledge of and ability to coordinate riverine insurance concerns with insurance specialist

Coastal:

- Expert knowledge of riverine floodplain management including floodway standards, and other knowledge, skills, and abilities listed under the Riverine Category
- Expert knowledge of COBRA
- Expert knowledge of coastal zone floodplain management
- Expert knowledge of principles and practices of FEMA's *Coastal Construction Manual*
- Working knowledge of tsunami inundation mapping
- Expert knowledge of and ability to coordinate coastal insurance concerns with insurance specialists